

## **COMMISSION ON AGING AND DISABILITY SERVICES**

**Wednesday, September 15, 2020**

MaryAnn Miller called the Commission on Aging and Disability Services meeting to order at 9:00 am

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### **Roll Call**

Dianne Birkholz, Judy Braun, MaryAnn Miller, Lorna Negen, Gary Schmidt, Del Yaroch

### **Also Present**

Sheila Drays, Kris Schefft, Jackie Wendlandt

### **Excused**

Shirley Kitchen, Jody Langfeldt

### **Absent**

### **Roll Call, Introductions, and Non-Member County Board Members**

Roll call and introductions commenced.

### **Public Comment**

None

### **Explain, Review, Discuss, and Possible Action on Bylaws**

Kris Schefft read the Bylaws in its entirety for members of the Commission on Aging and Disability Services board. Discussion ensued. A motion was made by Del Yaroch and seconded by Gary Schmidt to accept the proposed changes/amendments of the Bylaws. Motion carried.

### **Meetings in 2020**

The next meetings of the Commission on Aging and Disability Services will be held on **October 13** and **December 8** at **9:00 am** in the **Dodge County Administration Building, 127 East Oak Street, Auditorium Rooms H & I.**

### **Adjournment**

Chairperson MaryAnn Miller adjourned this meeting of the Commission on Aging and Disability Services at 9:57 am. Motion carried.

Respectfully Submitted,

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Judy Braun, Secretary

*Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.*

# **DODGE COUNTY HUMAN SERVICES AND HEALTH DEPARTMENT COMMISSION ON AGING AND DISABILITY SERVICES BYLAWS**

***MISSION STATEMENT: The goal of the Aging and Disability Resource Center of Dodge County is to provide information, assistance, and advocacy for older adults and adults with disabilities; our mission is to link them with resources and services which help them live independently and with dignity.***



9/15/20

*Definition of senior: person age 60 and older  
Definition of adult: person age 18 and older*

## **ARTICLE I**

**SECTION 1. NAME:** The name of this organization shall be the Dodge County Human Services and Health Department, Commission on Aging and Disability Services, hereinafter referred to as the Commission.

**SECTION 2. JURISDICTION:** The geographic area included in the jurisdiction of the Commission shall be the County of Dodge, State of Wisconsin.

**SECTION 3. PURPOSE:** The Commission is an advisory commission to the Human Services and Health Department Board. It is organized to act as both the Commission on Aging, required by Wis. Stat. § 46.82(4), and the Aging and Disability Resource Center (ADRC) Governing Board, required by Wis. Stat. § 46.283(6). The purpose of the Commission is to provide older adults and people with physical or developmental/intellectual disabilities the resources needed to live with dignity and security, and achieve maximum independence and quality of life. The goal of the ADRC is to empower individuals to make informed choices and to streamline access to the appropriate services and supports.

## **ARTICLE II MEMBERSHIP**

**SECTION 1. MEMBERSHIP:** The Commission shall be comprised of nine (9) members fulfilling one of the following criteria: two (2) county board supervisors; two (2) members representing the developmentally disabled client group; one (1) member representing the physically disabled client group; one (1) non-client member; and, at least fifty percent (50%) of the citizen members shall be over the age of sixty (60). A member represents a client group if the member is an individual who belongs to the client group, or is a family member, guardian or other advocate of an individual who belongs to the client group. Members that are also county board supervisors may not represent a client group, and no member may represent more than one client group.

The composition of the Commission must generally reflect the cultural, ethnic, social and economic diversity of the geographic area and the older adult population in the county.

No member shall be an employee of Dodge County. No Commission member shall be an individual, or family member of an individual, who has a financial interest in, or serves on the governing board of, a care management organization or an organization that administers a program described under Wis. Stat. § 46.2805(1)(a) or (b) or a managed care program under Wis. Stat. § 49.45 for individuals who are eligible to receive supplemental security income under 42 USC 1381 to 1383c, which serves any geographic area also served by the ADRC and Aging Unit.

**SECTION 2. APPOINTMENT:** The members of the Commission shall be appointed by the Dodge County Administrator, subject to confirmation by the Dodge County Board of Supervisors. Once a member is off the Commission, they can be re-elected after one year.

**SECTION 3. TERMS OF MEMBERSHIP:** Commission membership shall be an appointment to serve for a term of three (3) years, to be staggered so that the terms of one-third of the members shall expire each year. No member may serve for more than two (2) consecutive three-year terms, not to exceed six consecutive years. A member

may be appointed mid-term to fulfill a vacancy. This can be in addition to their two (2) consecutive three-year terms. After serving two (2) consecutive terms, former commission members can be considered for reappointment after a one year absence. Elections will be held in June in even-numbered years.

The two Commission members who are also members of the Dodge County Board of Supervisors shall be appointed to serve a term of two (2) years, coinciding with the member's appointment to the Dodge County Board of Supervisors. County Supervisors may serve no more than three (3) consecutive two-year terms on the Commission.

SECTION 4. CITIZEN MEMBER RECRUITMENT: When a vacancy occurs on the Commission, a list of all persons requesting consideration will be presented to the Dodge County Administrator for final selection and appointment, subject to confirmation by the Dodge County Board of Supervisors.

SECTION 5. REMOVAL: Any member of the Commission may be removed by the Dodge County Administrator for cause.

SECTION 6: EDUCATION & TRAINING: All members of the Commission shall receive education through various means including emails, online training, and in person training from the ADRC Director or the Wisconsin Department of Human Services to enable them to have a strong and effective voice in the Commission.

### **ARTICLE III ORGANIZATION**

SECTION 1. REGULAR MEETINGS: Regular meetings of the Commission shall be held bimonthly or at least quarterly; the date and time of the meetings shall be determined by Commission members and the ADRC/Aging Services Supervisor. All meetings shall be conducted in compliance with Wisconsin's Open Meeting Law.

SECTION 2. SPECIAL MEETINGS: Special meetings of the Commission may be called by the Chairperson, by fifty-one (51%) percent of the membership, or by the ADRC/Aging Services Supervisor. Time of the meetings shall be determined by the person(s) calling the meeting. All members shall be informed by mail, email, phone or personal contact at least forty-eight (48) hours before the meeting. All meetings shall be conducted in compliance with Wisconsin's Open Meeting Law.

SECTION 3. QUORUM: Fifty-one (51%) percent of the existing Commission shall constitute a quorum for the transaction of business at any meeting.

SECTION 4. ATTENDANCE AT MEETINGS: Members shall attend all meetings of the Commission. If a member fails to attend fifty (50%) percent of the current year's meetings without a valid excuse, the ADRC Director will contact that member to find out their intent on this Commission. If the ADRC Director is unable to reach the member or they choose to resign, the Commission shall recommend to the Dodge County Administrator that this person be removed from the Governing Board for cause.

SECTION 5. PUBLIC COMMENT: Commission meetings are open to the public. There will be a specific time at each meeting designated "public comment" to allow any person to address the Commission. After this public comment, the business of the Commission will be conducted by the Chairperson and members only.

SECTION 6: COMPENSATION: Members of the Commission shall receive a per diem in the amount established by the Dodge County Board of Supervisors in Resolution No. 13-33, subject to future modification by the Dodge County Board of Supervisors, and mileage reimbursement.

SECTION 7. OFFICERS:

A) *Nomination and Election.* Per the Aging and ADRC Contract at the first meeting in August 2017, and in June in even-numbered years, or the first meeting thereafter, the Commission shall hold elections to elect: a Chairperson; a Vice-

Chairperson; a Secretary; and as necessary, the Chairperson would appoint a delegate to the Area Agency on Aging Board of Directors and to the Area Agency Advisory Committee. New offices may be created and filled at any time by the Commission, provided the necessary changes are made in these Bylaws.

B) *Terms of Office.* Officers shall serve for a term of two (2) years. An officer may not serve in the same position for more than three (3) consecutive terms. Vacancies will be filled at the time they occur by a vote of the membership.

Delegates and alternates to the Area Agency on Aging Board of Directors and Advisory Committee serve a term of three (3) years and may be re-elected to one (1) three-year term. If at any time during the three (3) year term the delegate can no longer serve, the position will be appointed as designated by the Chairperson. Vacancies in the position of alternate will be filled by a vote of the Commission at the time the vacancy occurs. At the annual election following a vacancy of a delegate or alternate, the Commission will elect a new delegate or alternate.

C) *Duties of Officers.*

1. Chairperson: The duties of the Chairperson shall be to:
  - a. preside at all meetings of the Commission;
  - b. work with the ADRC/Aging Services Supervisor in preparing an agenda for each regular meeting and in notifying members of the meeting date and time;
  - c. ensure that the Commission follows through on motions made at its meetings;
  - d. maintain communication between the Human Services and Health Department Board and the Commission;
  - e. assist members in carrying out responsibilities assigned to them;
  - f. resolve any conflicts that may arise and meet with the ADRC/Aging Services Supervisor as needed to resolve such conflicts;
  - g. ask Commission members to abstain from voting on an issue that could be a real or perceived conflict of interest.

2. Vice-Chairperson: The duties of the Vice-Chairperson shall be to perform the responsibilities of the Chairperson when the Chairperson is absent or incapacitated.

3. Secretary: The duties of the Secretary shall be to assign staff to take minutes, review and sign approved minutes, and to perform the responsibilities of the Vice-Chairperson when the Vice-Chairperson is absent or incapacitated.

4. Delegate to the Area Agency on Aging Board of Directors/Advisory Committee: The duties of the Delegate shall be to: a) attend regular and special meetings of the Area Agency on Aging Board of Directors and/or Advisory Committee; b) give regular reports to the Commission about the action taken at those meetings; and c) cast votes in the best interest of Dodge County seniors when voting in matters at those meetings.

5. Alternate Delegate to the Area Agency on Aging Board of Directors/Advisory Committee: The duties of the Alternate shall be to perform the duties of the Delegate in the Delegate's absence or when incapacitated.

## **ARTICLE IV**

### **POWERS AND DUTIES OF THE COMMISSION**

SECTION 1. POWERS AND DUTIES: The powers and duties of the Commission are:

A) Act in an advisory capacity to the Human Services and Health Department Board, making recommendations for Board action on new policies or changes in current policies that are believed to be in the best interest of seniors (age 60 and over) and adults with physical or developmental disabilities in Dodge County.

Removed original item B: approving the hiring of the ADRC/Aging Services Supervisor.

B) Develop the mission statement for the ADRC; determine the structure, policies and procedures of the ADRC, consistent with state guidelines and with input from consumers, service providers and other local constituencies.



C) Act in an advisory role to review the budget, monitor expenditures for, and oversee the operations of, the ADRC, subject to any applicable local ordinances and budget.

D) Ensure that there are no conflicts of interest involving or affecting the ADRC.

E) Monitor and ensure the quality of services provided by the ADRC and participate in quality assurance activities.

F) Review ADRC client grievances and appeals to determine if there is a need to change the ADRC policies and procedures or otherwise improve performance.

G) Ensure that the terms of the ADRC contract with the Department are fulfilled and that fidelity to the mission of the ADRC is maintained.

H) Annually review Memoranda of Understanding between the ADRC and the Managed Care Organizations (MCO), and make recommendations, as appropriate, to assure that the entities are coordinated and timely in delivery of enrollment services to consumers.

I) Represent the interests of seniors (age 60 and over) and adults with physical or developmental/intellectual disabilities; advocate for the rights of older adults within Dodge County at the local, state, and federal levels.

J) Represents interests of youth transitioning into adult services.

K) Analyze community input and “Unmet Needs” data to develop and recommend system changes, both locally and statewide, to better address the needs of elders (age 60 and over) and adults with physical or developmental/intellectual disabilities for long term care and related services. This includes:

- i. Annually gather information from consumers, service providers and others concerning the adequacy of long-term care services offered; provide well-advertised opportunities for public participation in the Commission’s information gathering activities.
- ii. Identify gaps in services, living arrangements and community resources needed by individuals who are elders (age 60 and over) and adults with physical or developmental/intellectual disabilities.



- iii. Review the number and type of grievances and appeals concerning the long-term care system in the area served by the Resource Center, to determine if a need exists for system changes, and make recommendations as appropriate.
- iv. Identify potential new sources of community resources and funding to serve seniors (age 60 and over) and adults with physical or developmental/intellectual disabilities.
- v. Report on consumer needs analysis findings and recommend strategies for building local capacity to serve seniors and individuals with disabilities to local elected officials, the Human Services and Health Department Board and the Department.

L) Plan and develop administrative and program policies in accordance with state law and within limits established by the Department, for programs in Dodge County that are funded by the federal and/or state government for administration by the Aging Unit.

M) Collect information about the needs and opinions of seniors in Dodge County and make policy recommendations to the Human Services and Health Department based upon that information.

N) Advise the Aging Unit with respect to the powers and duties of the Aging Unit.

O) Assist the Aging Unit in outreach efforts to identify frail, isolated seniors in need of services.

P) Provide information and personal support to individual and/or groups of older people.

Q) Provide interested parties with information on the needs of older adults and the services provided by the Aging Services Unit.

R) Promote opportunities for older people to contribute to their own welfare and to the welfare of the community.

S) Advise the Human Services and Health Department Board on the development and implementation of the Dodge County Aging Plan.

T) Evaluate the progress of the Aging Unit in the implementation of the Dodge County Aging Plan and the attainment of the objectives and activities as they relate to the plan.

## **ARTICLE V**

SECTION 1. CONFLICT OF INTEREST: No Commission member shall participate, deliberate, or vote on matters which would result in a real or perceived conflict of interest or financial remuneration to the member or the member's immediate family or employer.

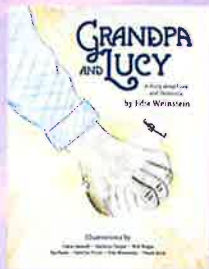
## **ARTICLE VI**

SECTION 1. PARLIAMENTARY PROCEDURES: Most current edition of "Roberts Rules of Order" shall be the parliamentary authority for all procedures not covered by these Bylaws or those of County Board.

## **ARTICLE VII**

SECTION 1. AMENDMENTS OR REVISIONS TO THE BYLAWS: These Bylaws shall be reviewed annually and may be altered, amended, revised, or repealed and replaced, by a majority of the Commission members present at any regular meeting or at any special meeting(s). Any amendments and/or revisions shall be effective upon approval of the Commission.

# Dodge County Dementia Awareness Story Book Walks



Featuring the book "Grandpa and Lucy" by Edie Weinstein

## October 10<sup>th</sup> thru October 18<sup>th</sup>

*Walks in Beaver Dam, Hustisford, Watertown, & Waupun*

### STARTING LOCATIONS:

Beaver Dam Watermark

Hustisford Library

Watertown Regional Medical Center

Pine Street Park in Waupun



Walk when it best fits into your schedule! Limited copies of the book will be available to walk participants.

Contact the Aging and Disability Resource Center (ADRC)  
of Dodge County at 920.386.3580 for book pick up location and times.

All donations to the Dementia  
Concerns Coalition help  
support dementia efforts in  
Dodge County.

Consider donating today!

Check out this event on  or call the ADRC!



Dementia Concerns Coalition  
of Dodge County







# **Boost Your Brain: 5 Science-Backed Steps to Sharpen Your Memory and Dramatically Reduce Your Risk of Alzheimer's**

***Presented by Dr. Michelle Braun***

**November 11, 2020**  
**from 12-1 pm**

**on  
Zoom!**



**OBJECTIVE 2:**  
Participants will be able to describe two techniques that have been shown to boost memory within minutes, in addition to reducing the risk of Alzheimer's

**OBJECTIVE 1:**  
Participants will be able to list the top five science-backed strategies that reduce the risk of Alzheimer's

**OBJECTIVE 3:**  
Participants will be able to define the neurophysiological changes that occur with cardiovascular exercise and why those changes are uniquely powerful in enhancing memory and reducing the risk of Alzheimer's

**Call the  
ADRC to  
register!  
920-386-3580**





Given that there is no direct genetic cause for 99% of cases of Alzheimer's, and that Alzheimer's can develop more than 30 years prior to diagnosis, identifying protective factors has become increasingly important. Lifestyle factors have shown unique ability not only in reducing the risk of Alzheimer's and/or delaying its onset, but also in boosting daily cognitive functioning and enhancing quality of life. The role of lifestyle factors is especially important given that there is no cure for Alzheimer's, no new medications have been approved since 2003, and several leading pharmaceutical companies have exited the Alzheimer's industry.

Unfortunately, although several science-backed strategies significantly reduce the risk of Alzheimer's, consumers are often misled by myths, misinformation, and pseudoscience to spend time and money on strategies that are not scientifically supported—such as playing online brain games, taking memory supplements, following “brain health” diets, and getting unnecessary brain scans—or to develop a false sense of security by engaging in tasks that are minimally helpful on their own, such as crosswords. By learning the top five science-backed strategies that have been shown to sharpen memory and dramatically reduce the risk of Alzheimer's, we can boost not only our own brain functioning, but we can also guide our clients and loved ones to do so.



**SAMS Agency Call Report**

9/14/2020

**- ADRC August 2020 Calls**

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**Who made contact (Caller Type):**

No. of Calls	Caller Type
192	(Self)
34	11-Legal Decision Maker
37	12-Caregiver
92	13-Relative/Friend/Neighbor/Comm Mbr
76	14-Agency/Service Provider
80	15-ADRC Contacted Consumer/Designee
23	16-ADRC Initiated Collateral Contact
34	99-Other
<b>568</b>	<b>Total</b>

**Topic Categories discussed during call:**

No. of Calls	Topic Category
41	Abuse and Neglect
11	Adaptive Equipment
1	Addictions
12	Alzheimer's and Other Dementia
4	Ancillary Services
28	Assisted Living (AFH, CBRF, RCAC)
1	Budget Assistance
21	Caregiving - Adult CG of Elder or Early Dementia
2	Caregiving - Elder CG of Child or Disabled Adult
3	Complaints (other)
16	COVID-19
6	Employment
6	End of Life
59	Food
2	Health
62	Home Services
21	Housing
29	Income Maintenance
27	Insurance
19	Legal Services
25	MDS Section Q Referrals
3	Medical Home Care
18	Mental Health
20	Nursing Home
13	Other

**SAMS Agency Call Report**

9/14/2020

**- ADRC August 2020 Calls**

304	Public Benefits LTC Programs
96	Public Benefits, Other
2	Recreation/Socialization
11	Referral for Financial-Related Needs
2	Referral for Private Pay Options
11	Transportation
4	Unmet Need – Housing
2	Veterans
5	Youth in Transition
<b>566</b>	<b>Total</b>

**ADRC Activity:**

No. of Calls	ADRC Activity
101	Administrative (Select exclusively.)
45	Attempted Contact (Select exclusively.)
1	Customer Initiated Follow-up (Select exclusively.)
45	Long-Term Care Functional Screen
4	Provided Assistance with MA Application Process
8	Provided Disenrollment Counseling
26	Provided Enrollment Counseling
24	Provided Follow-up
324	Provided Information & Assistance
27	Provided Options Counseling
2	Referral to ADRC
<b>567</b>	<b>Total</b>

**Consumer Age Group:**

No. of Calls	Consumer Age Group
2	100 - 150
43	17 - 21
142	22 - 59
378	60 - 99
<b>565</b>	<b>Total</b>

**Disability:**

No. of Calls	Disability
29	00-Alzheimer's/Irreversible Dementia
53	01-Developmental/Intellectual Disability
354	02-Elderly: Age 60 or Older
61	03-Mental Health



## SAMS Agency Call Report

9/14/2020

### - ADRC August 2020 Calls

113	04-Physical Disability
7	05-Substance Use
32	06-Unknown (Select exclusively.)
<b>566</b>	<b>Total</b>

### Monthly Total

No. of Calls	Total Minutes	Month
568	86,257	August, 2020
<b>568</b>	<b>86257</b>	<b>Total</b>

# SAMS Agency Call Report

10/7/2020

## - ADRC September 2020 Calls

### Who made contact (Caller Type):

No. of Calls	Caller Type
217	(Self)
28	11-Legal Decision Maker
20	12-Caregiver
77	13-Relative/Friend/Neighbor/Comm Mbr
76	14-Agency/Service Provider
43	15-ADRC Contacted Consumer/Designee
24	16-ADRC Initiated Collateral Contact
29	99-Other
<b>514</b>	<b>Total</b>

### Topic Categories discussed during call:

No. of Calls	Topic Category
28	Abuse and Neglect
2	Adaptive Equipment
4	Alzheimer's and Other Dementia
2	Ancillary Services
21	Assisted Living (AFH, CBRF, RCAC)
1	Budget Assistance
6	Caregiving - Adult CG of Elder or Early Dementia
1	Caregiving - Elder CG of Child or Disabled Adult
1	Community I&R
4	COVID-19
2	Employment
9	End of Life
22	Food
49	Home Services
25	Housing
47	Income Maintenance
21	Insurance
18	Legal Services
9	MDS Section Q Referrals
1	Medical Home Care
14	Mental Health
20	Nursing Home
26	Other
298	Public Benefits LTC Programs
94	Public Benefits, Other

## SAMS Agency Call Report

10/7/2020

### - ADRC September 2020 Calls

1	Recreation/Socialization
16	Referral for Financial-Related Needs
10	Referral for Private Pay Options
2	Request for Resource Materials by Organization
9	Transportation
1	Unmet Need – Accessible housing
2	Unmet Need – Housing
3	Veterans
<b>513</b>	<b>Total</b>

### ADRC Activity:

No. of Calls	ADRC Activity
101	Administrative (Select exclusively.)
23	Attempted Contact (Select exclusively.)
1	Community Partners (Select exclusively.)
2	Customer Initiated Follow-up (Select exclusively.)
48	Long-Term Care Functional Screen
8	Provided Assistance with MA Application Process
2	Provided Disenrollment Counseling
43	Provided Enrollment Counseling
7	Provided Follow-up
286	Provided Information & Assistance
43	Provided Options Counseling
2	Referral to ADRC
<b>514</b>	<b>Total</b>

### Consumer Age Group:

No. of Calls	Consumer Age Group
3	100 - 150
19	17 - 21
140	22 - 59
350	60 - 99
<b>512</b>	<b>Total</b>

### Disability:

No. of Calls	Disability
30	00-Alzheimer's/Irreversible Dementia
39	01-Developmental/Intellectual Disability
335	02-Elderly: Age 60 or Older
33	03-Mental Health

## SAMS Agency Call Report

10/7/2020

### - ADRC September 2020 Calls

121	04-Physical Disability
7	05-Substance Use
38	06-Unknown (Select exclusively.)
<b>513</b>	<b>Total</b>

### Monthly Total

No. of Calls	Total Minutes	Month
514	94,973	September, 2020
<b>514</b>	<b>94973</b>	<b>Total</b>

**Our goals for the 3 year aging plan have needed to be modified with COVID 19. Below is a summary of what we have been working on to support our Dodge County residents**

**Aging Advocacy:**

**10/06/2020**

Participated and promoted Census data gathering.

Promoted Voter registration and the need to vote

Offer Medicare 101 classes via zoom

Keep Facebook and our newsletter up to date and relevant with information

**Elder Nutrition Program:**

During April through August delivered frozen meals to participants (once per week versus 1 every day). This was due in part to volunteers stepping down temporarily due to COVID, congregate dining sites closing, as well as mitigating risk of exposure to our seniors. Daily welfare check calls conducted while not delivering every day. Fun activities, educational information, and global postcard messages sent to participants every week. Numerous congregate diners were placed on home delivered routes to ensure nutritional needs were met.

Developed partnerships with local pantries to ensure free, contactless food box deliveries to Dodge residents.

225 households received Senior Farmer's Market Vouchers (contactless delivery methods used) during the summer.

Provided shelf stable food for residents as needed.

**Services in Support of Caregivers:**

Continued with Caregiver Coalition virtually

Starting SCOUT program with additional Aging funds due to pandemic (Supporting Caregivers Online Using Technology). This includes extra hours for a staff person to be the technology expert, teaching "How to Zoom" classes, and working to get both iPad and internet access to seniors to combat isolation

**Services to People with Dementia:**

A storybook Walk featuring Grandpa and Lucy being held in 4 communities starting October 10<sup>th</sup>

Participating in virtual support groups, and dropping off dementia education/activity bags at the homes of those who were supported in person

**Healthy Aging:**

The Wisconsin Institute for Healthy Aging (WIHA) has reformatted most classes to be held via zoom and 3 staff have been trained to offer classes.

**Local Priorities:**

Our staff person who recruits volunteers and trains them engaged over 50 volunteers for nutrition and transportation since we started this initiative in 2019.